

# Made in Lynchburg

## Purpose

***Made is Lynchburg*** is a program jointly administered by the Office of Economic Development and the Department of Communications and Marketing. The purpose of the program is to showcase Lynchburg companies and their locally made products.

## Guidelines

- Any Lynchburg-based company employing thirty (30) or more persons may request permission to display its locally made product(s) for a period not to exceed three months.
- The product(s) will be displayed in a locked, glass-fronted display window located in the lobby of City Hall. Irreplaceable items or items of great value should not be included in a display.
- The City of Lynchburg will not be responsible for any damage or theft that may occur during transport, setup, display, or removal of exhibit.
- The fact that a company is permitted the use of the City Hall Lobby display window does not in any way constitute an endorsement by the City of its product(s) and no claim to that effect may be used in advertising.
- Potential displays must be approved and scheduled by the Office of Economic Development. Any company wishing to erect a display must sign an agreement that releases the City of Lynchburg and its agents from damages.
- No flammable materials may be placed in the display window.
- City Hall is a smoke-free building and therefore any display of tobacco and tobacco products will not be allowed.
- Information regarding the company and its products will be provided to the City by the company. The information will be used to create an 8" x 10" sign to be placed in the display area.
- Companies may not add additional illumination to the display area without the express permission of the Department of Communications and Marketing
- Companies may not make any permanent changes to the display area.
- The display area will be available on a first come, first served basis. City sponsored displays will have priority.

**Contact:**      **Office of Economic Development – 455-4490**  
                     **Department of Communications & Marketing – 455-3800**